

RCCI FOODSERVICE REVIEW FORM

A. GENERAL INFORMATION

Site Reviewed _____ Foodservice Manager _____ Administrative Officer _____ Reviewer _____	Date Reviewed _____ Kitchen Manager _____ Date of: _____ First Review _____ Follow-up Review _____
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B.	TRAINING, PROCEDURES, AND APPLICATIONS	YES	NO	N/A
1.				
2.				
3.				
4.				
5.				
6.				
7.	The "Justice for All" sign is displayed for public viewing.			
8a.	The Manager and workers have been trained in the Civil Rights Procedures.			
8b.	Each employee reviews the kitchen's standard operating procedures at least annually. Written documentation of the review is maintained.			
9.	Monitoring charts are complete and current, including: Temperature/Chemical logs for the refrigerators, freezers, cooking line, service line, storeroom, and dishwasher.			
10.	If there is a special modification to a NSLP meal, is the proper documentation on file?			
C.	MEAL COUNTS	YES	NO	N/A
11.	All point of service staff know what constitutes a reimbursable meal.			
12.	All point of service staff review the menu prior to the meal service.			
13.	Staff members are placed at a location where they can ensure that each student's meal has the necessary food items before the meal is recorded as reimbursable. (This location is called the "Point of Service".)			
14.	Based on observation of the meal service, meals are counted according to the established procedures. If no, explain the procedures being used:			
15.	Reimbursement is claimed for only one meal, per student, per meal service.			
16.	Point of service staff correctly record meal counts.			
17.	Checker/cashier checks for students that receive duplicate meals.			
18.	Is there a follow-up procedure for multiple meal use?			
19.				
20.	Meal counts are totaled and recorded by category at the end of the service.			
21.	There is a system for recording meal counts for visiting students. If yes, describe:			
22.				
23.				

RCCI FOODSERVICE REVIEW FORM (continued)

		YES	NO	N/A																																																							
24.																																																											
25.	The daily record of meal participation is properly completed.																																																										
26.	The daily record of meal participation is checked by another staff member.																																																										
D.	EDIT CHECKS	YES	NO	N/A																																																							
27.	A comparison is made between the number of meals served daily and the number of children listed on the master housing roster.																																																										
28.	Appropriate steps are being taken to identify and eliminate the cause of excess meal counts.																																																										
29.																																																											
30.	Compare the last ten days of meal counts with the day of the review:																																																										
	Meal Count on the Day of Review:																																																										
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	Are the counts consistent? If not, state the reason why:																																																										

RCCI FOODSERVICE REVIEW FORM (continued)				
F.	CORRECTIVE ACTION PLAN		Person Responsible for Monitoring Corrective Action	Implementation Date for Corrective Action
	School:			

Last day to conduct second review (45 days)

Signature of Reviewer	_____	Date	_____
Signature of Manager	_____	Date	_____
Signature of Principal	_____	Date	_____